

CPCS TELEBILL

CLIENT NAME _____

CRIMINAL/DELINQUENCY CASES

1. Enter your personal 5 digit PIN number. (For security reasons, do not write your PIN on this form.)

2. Enter this case's 8 digit Notice of Assignment Number (NAC#).

C							
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3. Enter case status code 1 = Fiscal Year End 2 = Quarterly Bill 4 = Representation Concluded

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4. Enter dates of service and hours to nearest quarter hour (for example: .25, 1.75, .50).

DATE			A - IN COURT HOURS				A	B - OUT OF COURT HOURS										B
			1	2	3	4		5	6	7	8	9	10	11	12	13		
			Pre	Admsn/		Post		Draft	Prep-	Court	In Prsn	Client						
			Trial	Plea		Conv		Mot,Lgi	Hrg/	Waiting	Client	Tel	Legal	Investi-	Travel	Other		
MO	DAY	YR	Hearing	Hearing		Hearing	1-4	Memo	Trial	Time	Int	Contact	Research	gation			5-13	

4.1																		
4.2																		
4.3																		
4.4																		
4.5																		
4.6																		
4.7																		
4.8																		

Transfer to line 5 below:

TOTAL ALL "A" IN COURT HOURS _____

TOTAL ALL "B" OUT OF COURT HOURS _____

5. BILLING SUMMARY

TOTAL "A" + "B" HOURS _____

x \$ RATE _____

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\$

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NOW YOU ARE READY TO TELEBILL - DIAL (617) 350-9700

1	2	3
4	5	6
7	8	9
*	0	#

Star key press as Decimal →

Pound key press after you make certain entries ←

ATTORNEY CERTIFICATION

I certify under the pains and penalties of perjury, that I have been appointed to the above case, that I have provided the services and incurred the costs on the dates and for the times listed, and that I have not received nor will accept any other payment for these services. I further certify that I have provided representation consistent with CPCS Performance Guidelines and Standards, and that all charges for legal services on this bill are based upon my contemporaneous time records maintained in accordance with the CPCS Assigned Counsel Manual and regulations.

Pending ☐Cleared ☐Late Bill ☐

BILL CONFIRMATION NUMBER

DATE YOU TELEBILLED _____

YOUR SIGNATURE _____

RETAIN THIS ORIGINAL SIGNED TELEBILL FOR A PERIOD OF SEVEN YEARS FROM THE BILL DATE OR THE FISCAL YEAR END DATE WHICHEVER IS LATER.